



PARKING OPERATIONS

PARKING ENFORCEMENT ON PRIVATE PROPERTY BY AUTHORIZED CITY OF BRANTFORD BY-LAW ENFORCEMENT STAFF

The City of Brantford provides enforcement on private property by authorized City Parking By-Law Enforcement Officers.

This authorization permits City of Brantford Parking By-Law Enforcement Officers to enter your property:

- Only when notified by the Property Owner/Manager; or
- At the discretion of the Parking Enforcement Office.

The “*Guidelines and Requirements*” for this parking enforcement option are attached.

Should you choose this parking enforcement option for enforcement on private property, complete the application form and deliver to:

The Market Centre Parkade, Third Level
59 Icomm Drive
Brantford, ON N3S 7N5

If you have questions regarding this procedure, please contact Parking Operations at 519-753-2311.



APPLICATION: PARKING ENFORCEMENT ON PRIVATE PROPERTY BY AUTHORIZED CITY OF BRANTFORD BY-LAW ENFORCEMENT OFFICERS

I, _____
Name (print) Position (print)

of _____
Municipal Address (print) Type of Property
(Commercial, Mall, Condo, Townhome Complex, School, etc.)

hereby file my BLANKET AUTHORIZATION with the City of Brantford that allows Parking Enforcement Officers to enter the above location to enforce under the City of Brantford Parking By-Law for parking offences that occur on private property.

My Enforcement Requirements include:

Time(s) of day and day(s) of the week that enforcement is required:

This authorization permits City of Brantford Parking By-Law Enforcement Officers to enter the above property: (select one option only)

- Only when notified by the Property Owner/Manager; or
- At the discretion of the Parking Enforcement Office.

IMPORTANT

The Parking Enforcement Office shall attempt to respond to all requests for parking enforcement at times when an Enforcement Officer is on duty. However, due to limited resources, the Parking Enforcement Office cannot ensure that an Officer shall provide enforcement within a specified time period.

I have read and acknowledge the above page. _____

PROPERTY OWNER INFORMATION

Property Owner: _____

Mailing Address: _____ eMail : _____

Business Phone: _____ Cell: _____

Signature of Applicant Date

Please provide proof of property ownership with this application and if applicable, provide resolution of the Board of Directors/Manager authorizing an applicant to sign this form and bind the corporation.

PERSONS AUTHORIZED TO REQUEST BY-LAW ENFORCEMENT

1. Name: _____
 Title: _____ Telephone: _____

2. Name: _____
 Title: _____ Telephone: _____

3. Name: _____
 Title: _____ Telephone: _____

Please be advised that only persons authorized by the property owner shall be permitted to request on behalf of the property for enforcement purposes. Only three authorized individuals are permitted to request parking enforcement per agreement.

I have read and acknowledge the above page. _____

Personal information on this form, as defined in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected and authorized under Section 10(1) of the Municipal Act, 2001. Questions about this collection can be directed to the Director of Operational Services, 10 Earl Avenue, Brantford, Ontario, N3S 5C6 or at 519-759-4150 x5585.

GUIDELINES & REQUIREMENTS

PARKING SIGNAGE PLAN

1. This MANDATORY sign is required to enforce:
- Must be posted at every entrance to the property
 - Sign dimensions are 45cm x 60cm minimum
 - Sign colour must be white lettering on green background



2. ADDITIONAL signs are required to enforce:

Public Parking

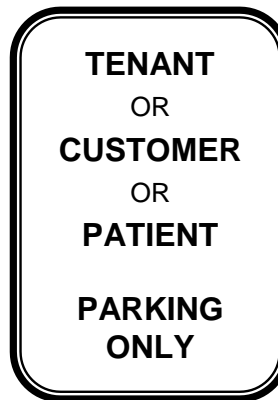
- Customer spaces availability
- Staff parking in customer spaces
- Parked without displaying a permit
- Payment Machine on property

Tenant / Visitor Parking

- Tenants parking in visitor spaces
- Visitors parking in tenant spaces
- Parked without displaying a valid permit
- Un-plated vehicles on property

3. SAMPLE signs for enforcement

- Signs are mandatory for the specific parking use
- Must be posted in designated parking lot spaces
- The sign dimensions for all internal parking control signs shall be 30cm x 45cm



PLEASE NOTE: Enforcement of accessible parking spaces and fire routes shall only occur when properties meet signage criteria above and included in the City of Brantford Municipal Parking Bylaw 144-88.

I have read and acknowledge the above page.

Applicant's Initials

GUIDELINES & REQUIREMENTS

AUTHORIZATION OF PARKING SIGNAGE

1. PRIOR TO SIGN MANUFACTURING

Contact the Contract Desk of the Parking Enforcement Office for information that meets your needs:

519-753-2311 – Monday to Friday 10:30 AM – 6:00 PM

2. SAMPLE SIGNS AND/OR PERMITS

Before having parking control signs made, forward sign wording to Parking Operations for approval. Also, permits issued for parking (if applicable) need to be reviewed.

- forward sign wording & design forward sample parking permits

Parking Administrative Staff shall contact you to advise if the sign designs are approved.

3. FINAL APPROVAL OF POSTED SIGNS

a) Order Signs

- Local Businesses – refer to Yellow Pages, Gold Book, Google.com, etc.

b) Sign Installation

i. Private Parking Sign – is MANDATORY and must be:

- installed at each entrance to the property
- attached to post, wall, or fence
- posted so that the bottom of the sign is 2m (6' 7") high from the grade level
- angled so to face the direction of traffic entering the property

ii. Additional Signs – are MANDATORY and must be:

- installed at the interior lot to designate specific spaces
- single sign per space or bookend signs with arrows for many spaces
- attached to post, wall, or fence
- installed so that the signs are a consistent height above the grade level
- angled so to face the direction of traffic entering the property

iii. Fire Route & Accessible Signs and Spaces

These signs must be compliant PRIOR to approval for private property enforcement

4. FINAL INSPECTION


The Parking Enforcement Office shall conduct a final inspection of your property and shall notify you of the enforcement start date and/or changes.

I have read and acknowledge the above page. _____

Applicant's Initials

GUIDELINES & REQUIREMENTS
ENFORCEMENT PROCEEDURE

1. Enforcement Contact Information
 - 519-753-2311 Parking Operations Monday to Friday 8:00AM – 10:30PM
 - 519-756-7050 Brantford Police Services Outside above hours
2. Tagging Vehicles Parked Illegally (Two types of parking authorization)
 - a) Delegated Authorization to Provide Parking Enforcement
 - Only when notified by the property owner/manager or agent
 - Meet a Parking Officer at the location;
 - State the reason for enforcement; and,
 - Identify parked vehicles to receive a citation.
 - OR b) Blanket Authorization to Provide Parking Enforcement
 - At the discretion of the Parking Enforcement Officer

IMPORTANT 	Requests to cancel tickets AFTER the officer leaves the property: <ul style="list-style-type: none"> • The City shall NOT cancel the ticket • The Property Manager/Agent who requested enforcement is responsible for the ticket • Unresolved tickets automatically generate a notice to the registered owner of the vehicle
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3. Attend Hearing Meetings
 If required, the Property Manager is to attend the Provincial Offences Court Hearing at:

The Ontario Court of Justice Provincial Offences Office
102 Wellington Square, Brantford, Ontario N3T 5R7

4. Enforcement on the Property Shall Automatically Cease for:
 - Any sign deficiencies for these offences:
 1. Private Property
 2. Fire Route
 3. Accessible Spaces
 - Any changes to persons authorized to request enforcement
 - Any problems with parking machine operation (if applicable).
 - After 5 Years
 - You may renew your application by contacting Parking Operations.
 - Application renewal is required to keep your enforcement requirements current.
 - There is no charge for application or renewal.



5. Ending an Agreement for Parking Enforcement on Private Property
 If for any reason you wish to end this agreement, please contact the City's Parking Enforcement Office at 519-753-2311 between 8:00 AM and 6:00 PM Monday to Friday. All private parking signage which cites By-Law 144-88 shall be removed within four (4) weeks from the date of notification.

THE CITY RESERVES THE RIGHT TO REFUSE OR CEASE ENFORCEMENT ON ANY PROPERTY AT ANY TIME.

_____ Signature of Applicant _____ Date

Page 6 of 6 _____ Signature of Supervisor of Parking Operations & ROW Enforcement _____ Date